COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes local procedures for the procurement, management, and protection of Information Technology (IT) hardware assets. This instruction implements AFMAN 33-153, Information Technology (IT) Asset Management (ITAM). Note: AFMAN 33-153 will be referenced for primary IT Asset Management (ITAM) requirements. It applies to all organizations at Tinker AFB except the following: Navy, 507th USAF Reserve, Defense Information Service Agency (DISA), and Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional point of contact's chain of command.

SUMMARY OF CHANGES

This instruction has been substantially revised and should be reviewed in its entirety. Specifically, it conforms to new format requirements, reflects the implementation of AFMAN 33-153, and introduces local forms Tinker Form 30, *Computer System Add or GPC* and Tinker Form 32, *Computer System Equipment Action*.

1. Responsibilities: It is the responsibility of each person who procures, accounts for, uses, and/or manages government property to ensure strict accountable records and security are maintained on every accountable item from the time of procurement until the time of disposal. "Cradle-to-grave" management is required of all Sensitive and accountable Non-Sensitive IT assets at Tinker AFB (In Accordance With (IAW) AFMAN 33-153, paragraph 2.4.3, 19 March 2014).

2. General Procedures:

2.1. Central Procurement of Accountable IT Assets: IT Assets will be procured through an Air Force managed program, i.e. Quarterly Enterprise Buy (QEB) using Air Force Way (AFWay) or Blanket Purchase Agreement (BPA). All commanders and directors will ensure coordination of Tinker AFB Form 3215, *SC Base Communications Request* (BCR) through 72 ABW/SCXP.

2.2. Central Delivery of Accountable IT Assets: All accountable IT hardware asset purchases will be delivered to the Equipment Control Officer (ECO), 72 ABW/SCXO at the ITAM Office Warehouse, Building 469, Door 33 for receipt and processing. Exceptions must be coordinated with 72 ABW/SCXO during the requirements phase of the purchase.

2.3. Numbered Asset Accountability**:** IT Equipment Custodians (ITECs) will account for all IT assets by serial number and nomenclature as described by the ECO.

2.4. Pilferable Assets: Some assets do not meet the Asset Inventory Management System (AIMS) threshold (i.e. computer memory chips, digital cameras, etc.) but still require management's attention to ensure reasonable insulation from theft. Commanders and directors will determine a threshold of acceptable risk for such assets and will provide their definition to their organizations Government Purchase Card (GPC) coordinator. For example, a stated threshold could be "any asset with a purchase price of $400 or more." Commanders and directors or their designated delegates will ensure assets meeting the stated criteria are tracked using the format in Attachment 2 and make the spreadsheet available to the GPC coordinator for audit purposes.

3. Specific Responsibilities:

3.1. Commanders/Directors. Commanders and Directors will:

3.1.1. Submit annually, for each account managed, an appointment letter identifying a minimum of one primary and one alternate ITEC meeting grade requirements specified in AFMAN 33-153, paragraph 1.2.14.1.1. Appointment letter format will be IAW with guidelines established by the ECO.

3.1.2. Ensure ITAM accounts are wisely designed for a manageable span of control by the custodian. If automated inventories are not available, ITAM accounts should be of a size that can be physically inventoried within two (2) workdays or less. ITECs will be physically near their equipment and accounts will not span multiple buildings. Exceptions must be coordinated with 72 ABW/SCXO ITAM Office.

3.1.3. Direct ITECs to conduct annual physical inventories of their account as outlined by the ECO. Requests for extensions will be submitted to the ECO for consideration.

3.1.4. Ensure ITECs are relieved of other responsibilities during mandatory annual inventories until such time as the inventory has been completed.

3.1.5. Ensure positive action is taken to account for and properly secure equipment during unit moves, reorganizations, or facility remodeling.

3.2. Equipment Control Officer (ECO). 72 ABW/SCXO serves as the ECO and maintains ultimate responsibility for the management of IT hardware assets within AFMC units and designated tenants at TAFB. The ECO, or designated authority, will coordinate all unit ITAM inventory management issues through the organizational commander/director and the Organization Computer Manager (OCM) if one exists.

3.3. Organization Computer Manager (OCM): An OCM may be appointed by the organization commander/director as the focal point for computer operation issues. The OCM will:

3.3.1. Validate ITAM requirements within their organization.

3.3.2. Process all TAFB Form 3215s, *SC BCR*, within their organization and forward to the appropriate office for action.

3.3.3. Advise ITECs in accomplishing their assigned duties and responsibilities in accordance with direction from the ECO.

3.3.4. Coordinate ITEC training requirements with the ECO.

3.3.5. Coordinate with the ECO and ITECs to ensure completion of all physical inventories.

3.4. IT Equipment Custodians (ITEC). The ITEC manages IT resources within their area of responsibility and is accountable to the ECO for every item on their inventory. The ITEC will:

3.4.1. Coordinate with the ECO and/or OCM regarding all ITAM inventory management issues.

3.4.2. Maintain adequate and organized records of all transactions regarding their account IAW ECO guidance. When constructing automated tracking systems, the basic information of the system must, as a minimum, contain the data in AIMS. Specifically, the minimum fields allowed will consist of Manufacturer (MFR), Model (MODEL), Serial Number (SERIAL) and Component Identification (COMPID).

3.4.3. Ensure the ECO and/or OCM is aware of any changes to information regarding the primary and/or alternate custodians or their account.

3.4.4. Coordinate with the ECO and/or OCM to attend the appropriate training before accepting responsibility of an account, and provide training certification to the ECO and/or OCM upon completion of the required training.

3.4.5. Sign the appropriate inventory to acknowledge formal accountability and responsibility.

3.4.6. Coordinate with the organization commander/director when conducting annual physical inventories. The guidelines for accomplishing the annual inventory are determined by the ECO at the time of the inventory.

3.4.7. Route requests for extensions to the inventory suspense date to the ECO through the squadron commander or equivalent. Extension requests not routed through the squadron commander or equivalent may be disapproved.

3.4.8. Ensure ITAM identification labels are located on each item listed on the inventory. Labels must be accurate, legible, and current at all times. New labels are required when a label is no longer legible. These are available upon request from the ECO.

3.4.9. Coordinate with the ECO to add newly acquired accountable IT hardware to their account when it becomes government property. The information required to add new equipment to the AIM database must be provided to the ECO within five (5) days of delivery. Requests to add equipment to the AIM database will be submitted using Tinker Form 30, *Computer System Add*ictect*or GPC* (Attachment 3). The form is available on the Tinker IT Asset Management SharePoint site.

3.4.10. Coordinate with the ECO to transfer accountable IT hardware assets between accounts within the same Defense Reporting Activity (DRA). Transfer requests will be submitted using Tinker Form 32, *Computer System Equipment Action* (Attachment 4). The form is available on the Tinker IT Asset Management SharePoint site.

3.4.11. Review their account quarterly for excess IT assets. IT assets deemed excess will be reported to the ECO for re-utilization. The ITEC must report the Manufacturer (MFR), Model (MODEL), Serial Number (SERIAL), Component Identification (COMPID) Number and Condition Code for each item.

3.4.12. Conduct a joint physical inventory before relieving or passing responsibility to a new appointee.

3.4.13. Notify the ECO via DD Form 1149, *Requisition and Invoice/Shipping Document* prior to deploying or transferring computer systems outside AFMC organizations at Tinker AFB. The ECO will obtain signed authorization in block 10 from the MAJCOM ECO (MECO) prior to shipment.

3.5. IT Hardware Asset Users. Users are responsible for the overall safeguarding and welfare of IT hardware assets under their control. In addition, users will:

3.5.1. Maintain a clean and secure environment for their assigned IT hardware assets.

3.5.2. Not relocate any IT hardware asset without approval from their ITEC.

3.5.3. Notify their ITEC immediately if a piece of equipment is damaged or lost.

3.5.4. Not attempt to repair or upgrade IT hardware assets.

4. Training Requirements:

4.1. Initial Training: ITECs will receive formal training by the ECO prior to accepting responsibility for an account. Documentation of training completion must be kept on file with the ECO and in the ITEC file folder. The ECO schedules the student load and frequency of this training.

4.2. Refresher Training: ITECs require refresher training annually and will satisfy this requirement using a training link provided on the Tinker IT Asset Management SharePoint site.

5. Control Measures:

5.1. Physical inventories will be completed at least annually. The commander/director will certify accuracy and completion of all inventories by endorsing them.

5.2. ITECs will submit an Annual Requirements Package consisting of their annual inventory, an updated appointment letter using the latest template from the ITAM SharePoint site, and training certificates for both the primary and alternate to the 72 ABW/SCXO ITAM Workflow by the 10th of the month their annual requirements are due. All items will be signed and dated within the same month. Partial packages will be returned to ITECs to hold until all requirements are complete.

5.3. The ECO will notify ITECs 30 – 45 days prior to the month their annual requirements are due. The month requirements are due will be determined using the annual inventory. The ECO will send a second notification if requirements are not received by the 10th of the month in which they are due. ITECs will be given an additional week to provide requirements and if not received, the ECO will initiate an elevation process that begins at division/squadron level, proceeds to directorate/group, and ends at wing level.

5.4. ITAM accounts 30 or more days delinquent will be frozen in AIM and new purchases disallowed until the account becomes compliant. All other transactions (i.e. additions, transfers, AFWAY order approvals, etc.) will also be suspended until the account is brought into compliance. The only exceptions will be for transactions necessary to achieve a clean inventory.

5.5. Acquisition of accountable IT hardware assets by use of GPC requires submission of TAFB Form 3215, *SC BCR* to 72 ABW/SCX.

STEPHANIE P. WILSON, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-153, *Information Technology (IT) Asset Management (ITAM),* 19 March 2014

Prescribed Forms

Tinker Form 30, *Computer System Add or GPC*1

Tinker Form 32, *Computer System Equipment Action*

Adopted Forms

AF 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFWay—Air Force Way

AIMS—Asset Inventory Management System

ANG— Air National Guard

BCR— Base Communications Request

BPA— Blanket Purchase Agreement

COMPID— Component Identification

DISA— Defense Information Service Agency

DLA— Defense Logistics Agency

DRA—Defense Reporting Activity

ECO— Equipment Control Officer

GPC—Government Purchase Card

IT—Information Technology

ITAM—Information Technology Asset Management

ITEC—Information Technology Equipment Custodian

MECO— MAJCOM ECO

MFR— Manufacturer

OCM— Organization Computer Manager

OPR— Office of Primary Responsibility

QEB—Quarterly Enterprise Buy

RDS— Records Disposition Schedule

SERIAL— Serial Number

Terms

Accountable IT Hardware Assets— All computer hardware with the exception of internal components and pilferable items, as defined below.

Pilferable Items— Those items which are not eligible for tracking within standard asset accounting systems, such as AIMS, but retain value off base and can be easily transported off base.

Attachment 2

PILFERABLE ITEM TRACKING SPREADSHEET SAMPLE

Figure A2.1. Sample Pilferable Item Tracking Spreadsheet.

Name:		Account Nbr:						
Org:		Pilferable Item Definition:						
Date Purchased	Nomenclature	Part Nbr	Unit Cost	Qty	Recipient		Office Symbol	ADPE (Y/N)

Attachment 3

SAMPLE COMPUTER SYSTEM ADD FORM

Figure A3.1. Sample Computer System Add Form.

ACCOUNTABLE ASSET ADD OR GOVERNMENT PURCHASE CARD (GPC)							
TO: 72 ABW/SCXO ITAM OFFICE DATE: [ ] TYPE OF ACTION: ☐ GPC ☐ FOUND ON BASE ☐ OTHER ☐ AFWAY							
2. ASSET INFORMATION	ASSET 1	ASSET 2	ASSET 3	ASSET 4	ASSET 5	ASSET 6	ASSET 7
*2a. MANUFACTURER							
*2b. MODEL							
2c. CAGE CODE							
*2d. PART NUMBER							
*2e. SERIAL NUMBER							
*2f. DESCRIPTION (VOIP TO INCLUDE MAC ADDRESS)							
*2g. LOCATION/ROOM/ POST							
*2h. PURCHASE COST							
*2i. ESTIMATED ACQUISITION DATE							
2j. CRSD CONTRACT NUMBER							
2k. WARRANTY START DATE							
2L. WARRANTY END DATE							

NOTE: *INDICATES A REQUIRED FIELD

3. I AGREE TO ACCEPT ACCOUNTABILITY FOR THE ASSETS LISTED IN BLOCK 2

NAME OF IT EQUIPMENT CUSTODIAN [ ]   ACCOUNT NUMBER [ ]

SIGNATURE OF IT EQUIPMENT CUSTODIAN [ ]

TinkerAFB Form 30,

Attachment 4

SAMPLE COMPUTER SYSTEM EQUIPMENT ACTION FORM

Figure A4.1. Sample Computer System Equipment Action Form.

TinkerAFB Form 32,